

**CAPITAL COMMUNITY COLLEGE**  
**Director of Student Development/Services**  
(Community College Professional 21)  
12-Month Tenure-Track Position

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** 950 Main Street, Hartford, CT 06103

**Hours:** 8:30 p.m. to 4:30 p.m.; 35 hours per week

**Salary:** \$74,065.00 approximate annual.

**Closing Date:** Letter of application must be postmarked no later than August 1, 2012

**General Knowledge, Skills and Abilities:** A Master's degree in Student Personnel, Counseling or related field together with four years of experience in a related field with at least two years of experience in the supervision of others. Demonstrated advanced knowledge and abilities in the following areas: student counseling and services for students with special needs; supervising human resources in a creative and technological environment; developing and managing operating budgets and plans; strong information technology literacy skills; effective oral and written communication skills.

**General Experience:** The Director of Student Development/Services will manage a major division with multiple student service functions which include: Student Counseling, Career Services, Admissions, The Welcome and Advising Center, Disability Services, Placement Testing, Capital Bridge and Special Population Programs. The position will be required to have extensive cooperative and collaborative relationships with faculty, students, staff, the public and with professionals in peer organizations and professional associations. The incumbent will be expected to represent the college in a positive manner and a major function of the position will be leading collaborative efforts for retention of students. In addition, the position will be responsible for program planning and development, service delivery, the management of appropriately qualified student services staff, as well as management of budgets and fiscal operations for the division.

**Substitution Allowed:** Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**Application Instructions:** Send a letter of intent, resume, transcripts and the names of three references to:

**Josephine Agnello-Veley**  
**Assistant Director of Human Resources**  
**Capital Community College**  
**950 Main Street**  
**Hartford, CT 06103**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.